



Special Event (1 Truck) Food Truck License Application Guidelines and Checklist

License Type: Special Event Mobile Food Truck License, Single Truck

DEFINITIONS:

Special Event Mobile Food Truck License allows for the sale of food and drink for up to three days within a 30 day period at a single community based event in a specific non-public location. A maximum of (1) one Food Truck is allowed to operate. Location(s) must meet vending standards.

Application Checklist:

1. **In order to submit an application, all involved must see that the Food Truck has a current Mobile Food Truck Permit in the City of Boston, issued by Public Works.**
2. Provide evidence of Office of Neighborhood Services notification
3. Submit an event plan, including a detailed map of vending location(s) (layout of event space, fixed obstacles, sidewalk intersections, property lines, building entrance, access ramp, meters, etc.) and time(s), with the following considerations:
 - i. Customer queuing (ensuring that there is an additional 4 feet of space to accommodate pedestrian traffic).
 - ii. Vehicular flow (how will pedestrians be kept separate and safe from moving vehicles)
 - iii. 10 feet of unobstructed space in front of and behind a Food Truck where no vehicular traffic is moving by the truck.
 - iv. 15 feet of unobstructed space in front of and behind a Food Truck where vehicular traffic is moving by the truck.
4. Fee payable to City of Boston. Fee structure is subject to change, and can be found by calling the Office of Food Initiatives – (617)635-3717.

Additional Information

1. **Your License Application must be submitted at least 10 business days prior to the date of the event. Applications will be reviewed by the Office of Food Initiatives, Boston Fire Department, Boston Police Department, Boston Transportation Department, Public Works, and the Inspectional Services Department.**
2. Incomplete applications will be denied.
3. Applications must be submitted by sponsor/organizer.
4. A police detail may be required or requested. Additional costs are the responsibility of the applicant.
5. Sponsor/Organizer will be responsible for all production and any applicable fees.
6. Sponsor/Organizer is responsible for all clean-up, including garbage removal from area within 200 feet of activities
7. Permits are not transferable.
8. Make a duplicate copy of this packet for your personal records before submitting.
9. If you are applying for multiple permits, applications may not be combined.

Special Event (1 Truck) Food Truck License Application

A permit must be obtained for the sale of food and drink for up to three days within a 30 day period at a single community based event in a specific non-public location. A maximum of (1) one Food Truck is allowed to operate.

I hereby request a license for a Temporary Food Truck Location License: *(PLEASE PRINT)*

Name of Event: _____

Name of Sponsor/Organizer: _____

Contact: _____

Contact Address: _____

Contact Telephone: _____ Alt. Phone: _____

Location of Event: _____ Estimated attendance: _____

Date of Event: _____ Time of operations: from _____ to _____

Food Truck must be permitted in the City of Boston. Food Trucks cannot substantially impair the movement of pedestrians or vehicles or pose a hazard to public safety.

Food Truck Name	Telephone
_____	_____

Please provide a copy of valid Food Truck Permit, Certificate of Liability specific to the proposed event, and potential menu of items to be sold or given away.

What is your clean-up plan?

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

SIGNATURE OF APPLICANT: _____ **DATE:** _____